

Attendance

- Students attend school five (5) days a week, Monday- Friday.
- School hours are 9:00 AM-3:30 PM eastern standard time.

- Attendance Phone Number: 866-726-0377
- Attendance Email Address: attendance@vprepinmg.org
-when contacting the Attendance lines, please provide the following information:
 - Student First and Last Name*
 - Student Grade Level*
 - Your First and Last Name*
 - Relationship to the student*

- Students in grades K-6 must log 5 hours of course instruction each day, and students in grades 7-11 must log 6 hours of course instruction each day. Failure not to log in for an entire day may result in an unexcused absence if no documentation is provided. **having no internet is an **UNEXCUSED** absence.*

- At five (5) unexcused absences, you will receive an email notification regarding the accumulation from school administration.

- At seven (7) unexcused absences, you will receive another email notification regarding the accumulation from school administration as well as a phone call from your student's assistant principal.

- At ten (10) unexcused absences, you will receive a certified letter to the home address on file with a mandatory time and date for an attendance conference. Failure to attend the scheduled conference will result in a withdrawal from Virtual Prep Academy due to habitual truancy.

- Indiana law defines habitual truancy as more than 10 absences in a school year. When a student is withdrawn due to habitual truancy, Virtual Prep Academy of Indian at Madison-Grant will:
 1. *Report the student to Child Protective Services with concerns of Education Neglect. Per Indiana Code 35-46-1 a person who knowingly or intentionally deprives a dependent of education commits neglect of a dependent, a Level 6 felony.*
 2. *Report to the Indiana State Police Clearinghouse for missing children.*
 3. *Call the local law enforcement agency to confirm child welfare.*
 4. *Not allow the student to re-enroll for the remainder of the current school year.*
 5. *When applicable, notify the Department of Labor and/or Bureau of Motor Vehicles*

Student Expectations and Engagement

- Attend live classes.
- Participate in the live classes via chat, video, polls, microphone.
- Check Canvas inbox daily.
- Check course announcements.
- Create a daily schedule.
- Complete and turn in daily assignments.
- Respect teachers and classmates.
- Ask for help.

Everyone at VPrep wants all students to succeed, and more importantly knows that success can come in many ways.

Frequently Asked Questions

- If you or your student is unsure about when a class meets, ask the teacher.
- Not sure what time your class meets? Teachers post when they hold live classes on the Agenda which can be found on their Course Homepage.
- Need help creating a daily schedule? Reach out to your teacher for K-6. 7-8, see your Homeroom Course for a copy. 9-11 reach out to your school counselor or success coach.
- Struggling in a class? use teacher office hours to get one-on-one support. Times for office hours can be found on the teacher's homepage.
- Need to update your information such as email, phone number, or new address? Reach out to your student's success coach.
- Need to find the school calendar, daily schedule, or staff contact information? Check out the school website; <https://indianamg.virtualpreparatoryacademy.com/>